27 March 1975

MEMORANDUM FOR: Deputy Director for Intelligence

SUBJECT   :   Data Index System - Executive Order 11652

1.   This memorandum is in response to your request for information on previously suggested changes to the E.O. 11652, Data Index System.

2.   Section VII of the NSC Directive of 17 May 1972 requires that each department or agency originating classified information establish a data index system for controlling this classified information.   This same section specifies that the index system should control nine data elements: identity of classifier, department of origin, addressees, date of classification, subject/area, classification category and whether subject to or exempt from GDS, exemption category, date of declassification, and file designation.   The CIA system provides all of these data now; six are controlled in the computer system and three are available from manual records.

3.   At the request of [   ] in the OGC, we reviewed the entire data index system in November 1974.   At that time, we recommended three data elements be eliminated as not useful or needed.   These three:

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   (a)   The identity of the classifier - This is not needed because the identity of the classifier appears on all CIA finished intelligence and in every instance, the classifier is the head (or his deputy) of the office producing the document.

   (b)   The addressees - Recording addressees is not useful because the record is not complete after original distribution.   The usefulness of such data is questionable in these days of easy accessibility to reproduction machines.   Elimination of this part of the index requirement is first priority.

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      (c)   **File designation** - This data element is not necessary because copies of all CIA finished intelligence reports are filed in both the CRS document library and Agency archives.

    4.   I again recommend that CIA take the position that these three data elements be removed as requirements for the data index system.

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